

WISCONSIN MEDICAID

CERTIFICATION OF NEED FOR EMERGENCY PSYCHIATRIC / SUBSTANCE ABUSE ADMISSIONS TO
HOSPITAL INSTITUTIONS FOR MENTAL DISEASE FOR RECIPIENTS UNDER AGE 21
AND IN CASES OF MEDICAID DETERMINATION AFTER ADMISSION

Wisconsin Medicaid requires information to enable Medicaid to certify providers and to authorize and pay for medical services provided to eligible recipients.

Recipients are required to give providers full, correct, and truthful information for the submission of correct and complete claims for Medicaid reimbursement. This information shall include, but is not limited to, information concerning eligibility status, accurate name, address, and Medicaid identification number (HFS 104.02[4], Wis. Admin. Code).

Under s. 49.45(4), Wis. Stats., personally identifiable information about Medicaid applicants and recipients is confidential and is used for purposes directly related to Medicaid administration such as determining eligibility of the applicant or processing provider claims for reimbursement. Failure to supply the information requested by the form may result in denial of Medicaid payment for the services.

Completion and retention of this form is required under s. 7000 of the Hospital Inpatient State Plan. Failure to complete and submit this form may result in denial of Medicaid payment for the services.

INSTRUCTIONS

- 1. Type or print clearly.
- 2. All requested information must be provided, including physician and team member credentials. Providers may use their own version of this form as long as it includes all the same information.
- 3. Persons completing this form must be members of the interdisciplinary team responsible for the plan of care for this recipient, as described in 42 CFR 441.156.
- 4. The physician and team members signing this form must sign their full names and write their credentials; initials may be used for the first and/or middle name only. A signature stamp or computer-generated signature is acceptable as long as the hospital institution for mental disease (IMD) has written policies and procedures covering these signatures. Verbal orders and/or telephone orders are acceptable, but they must be cosigned by the physician giving the order and the date of the cosignature of the physician must be written beside the signature. The hospital IMD written policies and procedures must state the allowed time by which a verbal order or telephone order must be cosigned by the physician. The signature must be dated within this time frame for it to be accepted.
- 5. If the signature and completion dates indicated on the form differ, the Certification of Need (CON) form will be presumed to have been completed on the latest date indicated on the form.
- 6. Retain the completed form in the recipient's medical record.
- 7. For more information about CON procedures, contact Wisconsin Medicaid Provider Services at (800) 947-9627 or (608) 221-9883.

Check one:

☐ Emergency Admission

☐ Medicaid Eligibility After Admission

SECTION I — RECIPIENT INFORMATION

| | | |
|------------------|--|----------------------------|
| Name — Recipient | Wisconsin Medicaid Identification Number (10 digits) | Date of Birth (MM/DD/YYYY) |
|------------------|--|----------------------------|

SECTION II — FACILITY INFORMATION

| | | |
|--|---|---|
| Name — Admitting Facility | Wisconsin Medicaid Provider Number (eight digits) | External Review Organization Control Number |
| Address — Admitting Facility (Street, City, State, and Zip Code) | | Date of Admission (MM/DD/YYYY) |

We hereby certify the following:

- Ambulatory care resources available in the community do not meet the treatment needs of this recipient.
- Proper treatment of the recipient's psychiatric condition requires services on an inpatient basis under the direction of a physician.
- The services can reasonably be expected to improve the recipient's condition or prevent further regression so that the services will no longer be needed.

Name — Physician (print)

| | | |
|-------------------------------|-------------|-------------|
| SIGNATURE — Physician | Credentials | Date Signed |
| SIGNATURE — Other Team Member | Credentials | Date Signed |
| SIGNATURE — Other Team Member | Credentials | Date Signed |

Date of CON Form Completion (MM/DD/YYYY)